

Awake Overnight Job Description

Position: Awake Overnight

Reports to: RN / Program Coordinator

Job Function: Reporting to the Team Lead or RN/Program Coordinator, the Awake Overnight ("AON") is responsible for the assessment of individual needs and the general care of the individuals within a 24-hour Wholistic model.

Organizational Competencies

Client Focus

- Builds strong individual relations, delivers individual-centric solutions and identifies opportunities that benefit the individuals in the program.
- Ensures individual programs/activities to be balanced and focused on URSA's wholistic approach. This includes socialization, leisure, recreation, communication, and vocation areas based on individual specific needs.
- Arranges transportation needs for the individuals in the event of an emergency.
- Stays current on all individual health concerns, ensuring proper procedures are followed.
- Assists with individual personal care including but not limited to bathing, toileting, catheter care, changing, grooming, feeding, and dressing
- Administers medication in accordance to URSA standards and in adherence to all instructions from physicians and specialists.
- Administers minor health care to individuals according to established Agency procedures.
- Provides personal care as outlined in the individual's care plan.
- Observes, reports and documents tasks performed as identified in the care plan.
- Assists on restricted activities that are part of the individual's Activities of Daily Living such as tube feeding, wound dressing, and medication assistance after completion of training by a Regulated Health Care Professional.
- Communicates regularly with an immediate supervisor and/or RN/Program Coordinator (or designate) when unsure of any procedure or anything related to the individual's status.
- Observes and reports any concerns or unusual changes in the individual prior to or after assisting with any medication.
- Promotes staff/individual health and safety by using proper lifting and moving techniques and equipment.
- Completes hourly checks on individuals and follow nighttime care plans.
- Completes daily temperature checks as per URSA policy.
- Supports meal preparation and maintains a clean home
- Creates an environment that is supportive of parents and guardians.

Ensures Accountability

- Holds self-accountable to meet deadlines, complete proper paperwork, follow URSA standards, and complete assigned tasks.
- Acts with a clear sense of ownership and takes personal responsibility for decisions, actions and failures.
- Stays awake and alert during overnight shift to be able to respond to needs of the individuals.

- Accurately completes all paperwork requirements related to individuals and agency policy, procedures and processes.
- Attends scheduled meetings and look for opportunities to be involved in other agency committees.
- Acts as a positive role model for co-workers.
- Maintains confidentiality and adheres to the agency Ethical Code of Conduct and that of any professional associations.
- Acts as a positive role model for co-workers.
- Completes check ins as per on call protocols.

Values Differences

- Recognizes the value that different perspectives and cultures bring an organization.
- Contributes to a work climate where differences are valued and supported, and people are encouraged to do their best.
- Develops a positive, professional rapport with all staff, students and volunteers.
- Is inclusive when working on projects and communicating with co-workers and individuals.

Situational Adaptability

- Adapts approach and demeanor in real time to match the shifting demands of different situations.
- Picks up situational cues and adjusts in the moment, recognizing that different situations call for different approaches.
- Supports light housekeeping and household maintenance as required.
- Completes additional tasks as assigned.

Position Competencies

Decision Quality

- Consider situation factors and use appropriate decision-making criteria when necessary
- Consults with Team Lead and Program Coordinator when making decisions that impact the individuals
- Displays good judgement by acting within URSA processes and policies

Collaborates

- Supports the orientation of new URSA team members.
- Gains trust of co-workers and individuals through honesty, integrity and authenticity.
- Supports and partners with co-workers to complete tasks and support the individuals.
- Works cooperatively with co-workers across URSA

Note: An AON may be required to perform duties and responsibilities included but is not limited to this job description.

Position Qualifications

An AON must possess a certificate, diploma, or degree in rehabilitation or related human services field and a minimum of 2 years' relevant experience working with individuals with disabilities.

An AON must be proficient, up-to-date, and flexible in the current areas:

- Maintains and utilizes current Standard First Aid Level C CPR
- Medication Administration certification and med practicum
- Be willing to be an approved URSA designated driver
- Obtains and maintains a Class 5 Driver's License

- Provide proof of \$1,000,000 liability insurance.
- Provide cleared criminal background check and child intervention check
- Uses proper lifting and moving techniques and available equipment

Employee Print Name

HR signature

Employee Signature

Date